

REPORTS INVENTORY						CONTROL NO. DDS/OL/LSD 12	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Consolidated Memorandum Receipt (CMR) (7800)						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE XXX LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual				6. DISTRIBUTION (No. of components not number of copies) Supply Division; LSD	
7. FORMAT (memorandum, form computer print-out, etc) IBM		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO				9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> STAT	
10. PREPARING COMPONENT (include lowest level contributing information to report) O/C/LSD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-12.5	\$7.73	3	=	\$23.19	1	=	\$23.19
B. COSTS OF COMPUTER PRODUCED REPORTS							
3 TOTAL COSTS PER YEAR						\$23.19	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> STAT							
<p>Note: Each component custodian signs and lists serial number for each item on property accounts listing.</p> <p>The records are designed to provide the activity with a simple control of property transactions with respect to units of accountable property and the monetary value of each. Acquisition and transfer of property should be shown as an increase or decrease.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
<input type="checkbox"/> CHANGE						DOLLARS	
<input type="checkbox"/> DISCONTINUE						STAT	
16. DATE OF INVENTORY 9 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130064-3 Reports Officer, LSD/OL					18. EXTENSION <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>